

August 20, 2008

**TO THE MEMBERS OF THE BROWN  
COUNTY BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on July 24, 2008, and recommends the following motions:

1. Review minutes of:
  - a. Housing Authority (6/16/08). Receive & place on file.
2. Human Resources - Monthly Committee Report (July 15, 2008). Receive & place on file.
3. Human Resources - Budget Status Financial Report (not available). (No action.)
4. Human Resources - Communication from Supervisor Williams re: The pay scales and steps for non-represented employees, supervisors and managers be reviewed and adjusted as dictated by market demands. (Held from previous meeting.) Hold for one month.
- #4a Communication from Supervisor Mary Scray re: Evaluate the possibility of changing workweek for Brown County Employees to 4 – 10 hour day for County Departments. (Referred from July County Board.) Hold for 30 days.
5. Dept. of Administration - Government Financial Officers Association Award for 2008 Annual Budget. Receive & place on file.
6. Dept. of Administration - 2008 Budget Transfer Log. Receive & place on file.
7. Dept. of Administration - Budget Status Financial Report (not available) (No action.)
8. Dept. of Administration - Information Services – Budget Status Financial Report (not available). (No action.)
9. Dept. of Administration - Communication from Supervisor Erickson re: Have each department that shares part of the county auto fleet review which autos are really needed and report to their committee. After looking at our inventory it appears we may be paying insurance and upkeep on vehicles that don't run or are in need of great repair. With today's fuel costs, let's rid the county of older expensive vehicles that put a strain on our budget. (From Executive Cmte of July 7, 2008: *Refer back to Administration committee to get a uniform rating system on vehicles.*) Hold until October.

**Administration Committee**

August 20, 2008

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- #9a County Clerk - Resolution re: Recognizing September 10 to October 10, 2008 as Voter Registration Month in Brown County. (Referred to Executive Committee.) Committee approved. See Resolutions, Ordinances August County Board.
- #9b County Clerk - Communication to Equal Rights Division from County Clerk's office requesting an increase in the fee for issuing student work permits. Refer to Corporation Counsel to draft a resolution. See Resolutions, Ordinances August County Board.
- #9c County Clerk - Information only re: comparison of cost for voting materials. Receive & place on file.
- #9d County Clerk - Budget Status Financial Report not available. (No action.)
- #9e County Clerk's - report. Receive & place on file.
- 10. Child Support Agency - Information report re: Change in Medical Support Liability Revenue for the Child Support Agency. (Held from previous meeting.) Hold for one month.
- 11. Child Support Agency - Budget Status Financial Report (not available). (No action.)
- 12. Facility Management - Communication from Supervisor Dave Kaster re: Review the vehicle take home policy; inventory of all vehicles by department; who takes them home and why and how that affects the insurance of the County. (Held from previous meeting.) To hold and have Bill Dowell bring specific usage of vehicles back.
- 13. Facility Management - Budget Status Financial Report (not available). (No action.)
- 14. Audit of bills. Pay the bills.

Approved by:

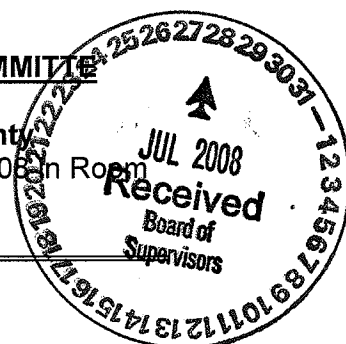
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COUNTY EXECUTIVE

\_\_\_\_\_  
Date

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**PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held at 5:30 p.m. on Thursday, July 24, 2008 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI



**Present:** Tom Lund, Jack Krueger, Tony Theisen  
**Excused:** Patty Hoeft, Andy Williams  
**Also Present:** Supervisor Scray, Tom Hinz, Jayme Sellen, Debbie Klarkowski, Lynn Vanden Langenberg, Bob Heiman, Darlene Marcelle

**I. CALL TO ORDER.**

The meeting was called to order by Chairman Lund at 5:32 p.m.

**II. APPROVE/MODIFY AGENDA.**

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**III. APPROVE/MODIFY MINUTES OF JUNE 26, 2008.**

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO APPROVE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**1. REVIEW MINUTES OF:**

**a. HOUSING AUTHORITY (6/16/08).**

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**HUMAN RESOURCES**

**2. HUMAN RESOURCES MONTHLY COMMITTEE REPORT (JULY 15, 2008).**

No report.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

3. BUDGET STATUS FINANCIAL REPORT (NOT AVAILABLE).  
No action.
4. COMMUNICATION FROM SUPERVISOR WILLIAMS RE: THE PAY SCALES AND STEPS FOR NON-REPRESENTED EMPLOYEES, SUPERVISORS AND MANAGERS BE REVIEWED AND ADJUSTED AS DICTATED BY MARKET DEMANDS. (HELD FROM PREVIOUS MEETING.)

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.**

- #4A COMMUNICATION FROM SUPERVISOR MARY SCRAY RE: EVALUATE THE POSSIBILITY OF CHANGING WORKWEEK FOR BROWN COUNTY EMPLOYEES TO 4 – 10 HOUR DAY FOR COUNTY DEPARTMENTS. (REFERRED FROM JULY COUNTY BOARD.)

Vice-Chair Scray stated this was brought to her attention from a constituent and she had also heard about it through other counties. She believes it is worth looking at and understands there are a lot of obstacles. It may not work with every department but she believes there are a lot of positives and this could save the county money. Scray would like members of the county board to volunteer or be appointed to work on this.

Supervisor Krueger stated he had spoken with the Executive from Outagamie County and he got some ideas on what their county is doing. Krueger suggested getting a cost analysis on heating, cooling, gas, etc. on a building by building basis.

Executive Hinz stated he had spoken to the Outagamie County Executive as well. He has met with other departments within Brown County. Executive Assistant, Jayme Sellen, had spoken with the Wisconsin Counties Association and they will be doing survey work around the state to see what other counties are doing as well.

Facility Management Director, Bill Dowell, stated they are doing an analysis of utilities of different buildings and are looking at electrical usage during the weekday and weekend. They are coming up with a formula for utility savings for a four day work week vs. a five day.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO HOLD FOR 30 DAYS. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**DEPT. OF ADMINISTRATION**

5. GOVERNMENT FINANCIAL OFFICERS ASSOCIATION AWARD FOR 2008 ANNUAL BUDGET.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

6. 2008 BUDGET TRANSFER LOG.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

7. BUDGET STATUS FINANCIAL REPORT (NOT AVAILABLE)  
No action.

8. INFORMATION SERVICES – BUDGET STATUS FINANCIAL REPORT (NOT AVAILABLE). No action.

9. COMMUNICATION FROM SUPERVISOR ERICKSON RE: HAVE EACH DEPARTMENT THAT SHARES PART OF THE COUNTY AUTO FLEET REVIEW WHICH AUTOS ARE REALLY NEEDED AND REPORT TO THEIR COMMITTEE. AFTER LOOKING AT OUR INVENTORY IT APPEARS WE MAY BE PAYING INSURANCE AND UPKEEP ON VEHICLES THAT DON'T RUN OR ARE IN NEED OF GREAT REPAIR. WITH TODAY'S FUEL COSTS, LET'S RID THE COUNTY OF OLDER EXPENSIVE VEHICLES THAT PUT A STRAIN ON OUR BUDGET. (FROM EXECUTIVE CMTE OF JULY 7, 2008: REFER BACK TO ADMINISTRATION COMMITTEE TO GET A UNIFORM RATING SYSTEM ON VEHICLES.)

Administration Director, Lynn Vanden Langenberg, stated the Human Resource Department takes care of the auto insurance and they are working on some of the other questions that were brought up at the previous meetings. They are also looking to obtain a copy of the city's auto policy to see if it would be appropriate for the county but with implementations from the county board. All feedback from other departments will be collected, but Vanden Langenberg stated, on the flip side, some departments need or want a vehicle for their business and they buy old used vehicles that are not economical because that's all the money they have in their budget.

Supervisor Lund responded that if departments bought more economical vehicles and paid more, there will be a savings over the length of the vehicles life. He believes they should take a leadership in that area. If

cheaper vehicles are purchased, it may not last very long and money will be spent on repairs or on a replacement car two or three years later. Lund also believes there should be a policy and every department head should come forward and justify why they have a vehicle and if the board believes there is no reason to have the vehicle, get rid of it.

Supervisor Theisen felt in the meantime, each department head should take a look of their own fleet and if they have an auto they don't need, make a wise decision.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND  
SECONDED BY SUPERVISOR THEISEN TO HOLD UNTIL OCTOBER.  
Vote taken. MOTION CARRIED UNANIMOUSLY.**

**COUNTY CLERK**

**#9A RESOLUTION RE: RECOGNIZING SEPTEMBER 10 TO OCTOBER 10,  
2008 AS VOTER REGISTRATION MONTH IN BROWN COUNTY.**

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY  
SUPERVISOR KRUEGER TO APPROVE THE RESOLUTION. Vote taken.  
MOTION CARRIED UNANIMOUSLY.**

**#9B COMMUNICATION TO EQUAL RIGHTS DIVISION FROM COUNTY  
CLERK'S OFFICE REQUESTING AN INCREASE IN THE FEE FOR ISSUING  
STUDENT WORK PERMITS.**

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY  
SUPERVISOR THEISEN TO REFER TO CORPORATION COUNSEL TO  
DRAFT A RESOLUTION. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**#9C INFORMATION ONLY RE: COMPARISON OF COST FOR VOTING  
MATERIALS.**

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY  
SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken.  
MOTION CARRIED UNANIMOUSLY.**

**#9D BUDGET STATUS FINANCIAL REPORT (NOT AVAILABLE).  
No action.**

**#9E CLERK'S REPORT**

County Clerk, Darlene Marcelle, reported that they are working very hard on elections right now and secondly, they are mandated by State law to sell all the marriage license for Brown County and have been down the past three years.

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO RECEIVE AND PLACE ON FILE. Vote taken. MOTION CARRIED UNANIMOUSLY.**

**CHILD SUPPORT AGENCY**

10. INFORMATION REPORT RE: CHANGE IN MEDICAL SUPPORT LIABILITY REVENUE FOR THE CHILD SUPPORT AGENCY. (HELD FROM PREVIOUS MEETING.)

**A MOTION WAS MADE BY SUPERVISOR THEISEN AND SECONDED BY SUPERVISOR KRUEGER TO HOLD FOR ONE MONTH. Vote taken. MOTION CARRIED UNANIMOUSLY.**

11. BUDGET STATUS FINANCIAL REPORT (NOT AVAILABLE).  
No action.

**FACILITY MANAGEMENT**

12. COMMUNICATION FROM SUPERVISOR DAVE KASTER RE: REVIEW THE VEHICLE TAKE HOME POLICY; INVENTORY OF ALL VEHICLES BY DEPARTMENT; WHO TAKES THEM HOME AND WHY AND HOW THAT AFFECTS THE INSURANCE OF THE COUNTY. (HELD FROM PREVIOUS MEETING.)

Facility Management Director, Bill Dowell, provided a handout (attached) re: Brown County Facilities Management 2008 Vehicle List and stated the highlighted vehicles are staff vehicle which are available for all Brown County employees for county business. There is a policy that those vehicles do not stay out overnight unless a person is on a trip.

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND SECONDED BY SUPERVISOR THEISEN TO HOLD AND HAVE BILL DOWELL BRING SPECIFIC USAGE OF VEHICLES BACK. Vote taken. MOTION CARRIED UNANIMOUSLY.**

13. BUDGET STATUS FINANCIAL REPORT (NOT AVAILABLE).  
No action.

**TREASURER BUDGET STATUS FINANCIAL REPORT (NOT AVAILABLE).**  
**NO OTHER AGENDA ITEMS.**

**CORPORATION COUNSEL BUDGET STATUS FINANCIAL REPORT FOR MAY, 2008. NO OTHER AGENDA ITEMS.**

**OTHER**

14. **AUDIT OF BILLS.**

**A MOTION WAS MADE BY SUPERVISOR KRUEGER AND  
SECONDED BY SUPERVISOR THEISEN TO PAY THE BILLS. Vote  
taken. MOTION CARRIED UNANIMOUSLY.**

15. **SUCH OTHER MATTERS AS AUTHORIZED BY LAW.**  
None.

**Motion made by Supervisor Theisen and seconded by Supervisor  
Krueger to adjourn at 6:25 p.m. MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,  
Alicia A. Loehlein  
Recording Secretary



**BROWN COUNTY  
FACILITIES MANAGEMENT  
2008 VEHICLE LIST**

DEPARTMENT	YEAR	MAKE/MODEL	DATE ACQUIRED	ODOMETER READING	CONDITION
FACILITY MANAGEMENT T-8	1988	FORD VAN BLUE (ELECTRICAL)	12/31/1990	77926	GOOD
FACILITY MANAGEMENT T-3	1991	CHEV VAN - DARK GREEN	03/13/1991	64581	FAIR
FACILITY MANAGEMENT T-12	1996	CHEV TAHOE 4X4	07/16/1996	58041	FAIR
FACILITY MANAGEMENT T-13	1997	CHEV TRUCK WHITE TAHOE - MAIL TRUCK	04/02/1997	57515	GOOD
FACILITY MANAGEMENT T-14	1998	CHEV TRUCK 4X4	08/14/1998	35000	GOOD
FACILITY MANAGEMENT T-16	1999	CHEV TRUCK (JAIL) 4X4	06/01/1999	32000	GOOD
FACILITY MANAGEMENT T-18	2001	DODGE DAKOTA TRUCK	03/28/2001	37969	GOOD
FACILITY MANAGEMENT T-19	2001	DODGE RAM 2500 - VAN MHC	02/27/2001	33000	GOOD
FACILITY MANAGEMENT T-28	2002	FORD WINDSTAR	05/18/2005	66795	GOOD
FACILITY MANAGEMENT C-18	2001	PONTIAC GRAND AM		85384	GOOD
FACILITY MANAGEMENT C-20	2001	PONTIAC GRAND AM		117188	GOOD
FACILITY MANAGEMENT C-14	1997	FORD CROWN VICTORIA		167668	FAIR
FACILITY MANAGEMENT T-20	2001	FORD SUPER DUTY TRUCK (JAIL)	02/13/2001	54000	POOR
FACILITY MANAGEMENT T-30	2003	GMC TRUCK (MHC) 4X4		19000	GOOD
FACILITY MANAGEMENT T-17	2000	CHEV TRUCK (MHC) 4X4		42000	GOOD